

Typing Training

1. Go to this website: <https://alison.com>
2. Register as a new user by clicking on "Sign Up" at the top right of the page.
3. You can sign up with your email by inputting your personal information and creating a password. Once you type in this information into the fields, click "Sign Up."
4. There will be several Online Course Categories to choose from.
5. Click on "Digital Literacy and IT Skills."
6. On the left, click on "Digital Literacy & IT Skills."
7. There will be a drop down menu, click on "Typing."
8. This will bring you to the page with the Touch Typing Training. Click "Start this Course."
9. You will see a course description. Click on "Start This Course."
10. The program will set 20 words per minute as your goal. You can change this by clicking on "Set your new Goal Speed."
11. Type in your new goal in the box below and click "Submit."
12. Then click "Return to my Account."
13. Click on "Start This Course" again.
14. The course is broken down into different typing lessons. Click on Basic Technique 1 and progress through the lessons.